

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
Nicobar Gazette

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

[No. 35] i kVZ Cys j] X#okj] 20 tuojh] 2011  
No. 35, Port Blair, Thursday, January 20, 2011

अण्डमान एवं निकोबार प्र' ासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय/SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 20<sup>th</sup> January, 2011

No. 34/2011/F.No. 7-47/2001/Dev-III.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No. U-14/3/60-ANL dated 11<sup>th</sup> April, 1960, and in supersession of all previous Notifications issued to this effect, the Lt. Governor (Administrator), Andaman and Nicobar Islands, hereby amends the existing recruitment rules and makes the following rules regulating the method of recruitment of 'Group 'C' posts of **Heavy Vehicle Driver, Light Vehicle Driver, Peon, Chowkidar, Lascar and Safaikarmachari** under the Establishment of the No. 1 (A&N) Indep. Inf. Coy NCC, Andaman and Nicobar Administration, namely:-

**1. Short title and commencement :-**

- (i) These rules may be called the Andaman and Nicobar Administration, (No. 1(A&N) Indep. Inf. Coy NCC, Group 'C' Non-Gazetted, Non-Ministerial posts) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of pay :-**

The number of posts, its classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedules annexed to these rules.

**3. Method of recruitment, age limit, qualifications etc. :-**

The method of recruitment, age limit, qualifications and other matters relating to posts shall be as specified in paras 5 to 15 of the said Schedules aforesaid.

**4. Disqualifications :-**

No person —

- (a) Who has entered into or contracted a marriage with a person, having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, may exempt any person from the operation of these rules.

**5. Powers to relax :-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing, relax any of the provisions of these rules, with respect to any class or category of persons.

**6. Saving :-**

Nothing in these rules shall affect reservation, relaxation regarding age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. Genl. (Retd.) Bhopinder Singh, PVSM, AVSM,  
Lieutenant Governor,  
Andaman and Nicobar Islands.**

**By order and in the name of the Lieutenant Governor,**

**Sd./-  
(Ram Bhawan)  
Assistant Secretary (Edn.)**

**SCHEDULE - I**

1.	Name of the post	<b>HEAVY VEHICLE DRIVER</b>
2.	No. of post	1 (One)* 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay /Pay Scale	PB-1 Rs. 5200-20200 GP Rs. 1900
5.	Whether selection post or non-selection posts	Not applicable
6.	Whether benefits of added years of service admissible under Rule 10 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Male 18 to 33 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational & other qualifications required for direct recruitment	<b>Essential:</b> 1. Secondary School Examination (Xth Std.) pass from a recognized Board / Institution 2. Must possess a valid Heavy Vehicle Driving License 3. Must qualify the written / proficiency-cum-trade test <b>Desirable:</b> (i) Knowledge of Motor Mechanism and capable to rectify minor defects in the vehicle (ii) 2 years experience in Driving Heavy Vehicle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled in by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of:-</b> 1. Commanding Officer - Chairman 2. Assistant Director (Transport) - Member 3. Assistant Secretary (Education) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Job description	As per Annexure attached

**ANNEXURE TO SCHEDULE****JOB DESCRIPTION FOR THE POST OF HEAVY VEHICLE DRIVER**

The following are the duties to be performed by a Heavy Vehicle Driver:-

1. Should drive the vehicle in safe way as per traffic rule;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water & brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the Tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc.; he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
10. The damage/replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities.

**SCHEDULE - II**

1.	Name of the post	<b>LIGHT VEHICLE DRIVER</b>
2.	No. of post	1 (One)* 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay /Pay Scale	PB-1 Rs. 5200-20200 GP Rs. 1900
5.	Whether selection post or non-selection posts	Not applicable
6.	Whether benefits of added years of service admissible under Rule 10 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Male 18 to 33 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/ Candidates
8.	Educational and other qualifications prescribed for direct recruitment	<b>Essential:</b> (i) Passed Xth Standard (ii) Must possess a valid license for Driving all kinds of Light Motor Vehicle & Two Wheelers (iii) Must qualify in the trade test/ professional test

		<b>Desirable:</b> (i) 2 years experience in Driving Light Vehicles (ii) Knowledge of Motor Mechanism and capable to rectify minor defects in the vehicle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of:-</b>  1. Commanding Officer - Chairman 2. Assistant Director (Transport) - Member 3. Assistant Secretary (Education) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Job description	As per Annexure attached

**ANNEXURE TO SCHEDULE****JOB DESCRIPTION FOR THE POST OF LIGHT VEHICLE DRIVER**

The following are the duties to be performed by a Light Vehicle Driver:-

1. Should drive the vehicle in safe way as per traffic rule;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water & brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the Tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc.; he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
10. The damage/replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities.

**SCHEDULE-III**

1.	Name of the post	<b>PEON</b>
2.	No. of post	1 (One)* 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 GP Rs. 1800
5.	Whether selection post or non-selection posts	Not applicable
6.	Whether benefits of added years of service admissible under Rule 10 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Male : 18 – 33 years Female : 18 – 38 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidates
8.	Educational and other qualifications prescribed for the recruits	<b>Essential:</b> Must have pass in Secondary School Examination (Xth Std.) from a recognized Board / Institution <b>Desirable:</b> a) Training in Basic and refresher courses in Home Guards and Civil Defence b) Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of:-</b> 1. Commanding Officer - Chairman 2. Assistant Director (Education) - Member 3. Assistant Secretary (Education) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**ANNEXURE TO SCHEDULE****JOB DESCRIPTION FOR THE POST OF PEON**

1. A Peon is, for general purpose, an attendant and will work as directed by the Officer / Office in which works;
2. Should come to office not later than 8.00 am.
3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, files cabinets and other furniture and keep the office rooms clean and tidy;
4. Should remove all wastes papers etc. for disposal as directed by the officer or the Section Officer or the Branch concerned;
5. **If he is attached to an Officer:-**
  - i. he should keep the pencils sharpened, put other articles like pin-cushion, pen scissors, eraser, clips, desk calendar etc. in their proper places.
  - ii. he should keep slips of paper within easy reach inside the rook for use of his officer;
6. Should not leave office without permission of the Section Officer under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer, concerned to leave early;
7. Before leaving the office he should switch off, all lights & fans and close the doors and windows;
8. Should fill up the water jug, buckets etc. every morning and supply water to the officer or staff, wherever required;
9. Should know the description of stationary articles and various kinds of forms used in the office;
10. Should be very courteous and helpful towards members of the public visiting the office;
11. Should be polite and respectful towards all officers and staff;
12. Should attend to any other office work as may be required of him.

**If he entrusted with DAK duties;**

13. Should have a general idea about the arrangements for receipt of local and postal dak;
14. Should know the priority involved in the movement of papers marked '**Immediate**' and '**Priority**' and act accordingly;
15. Should know the location of:-
  - i. all important offices such as offices of Heads of Departments Offices, Central Government Offices etc.;
  - ii. residence of officers and carry dak to the offices / officials concerned whenever required;
16. Should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;
17. Should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person;
18. Should not use the bicycle/motor cycle provided to him by the office for other than office work and should not undertake any repair without any approval of his superiors.
19. Must avoid personal work when he is sent out on official work;
20. To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.

**SCHEDULE-IV**

1.	Name of the post	<b>CHOWKIDAR</b>
2.	No. of post	1 (One)* 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 GP Rs. 1800
5.	Whether selection post or non-selection posts	Not applicable
6.	Whether benefits of added years of service admissible under Rule 10 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Male : 18 – 33 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for the direct recruitment	<b>Essential:</b> Must have pass in Secondary School Examination (Xth Std.) from a recognized Board / Institution <b>Desirable:</b> a) Training in Basic and refresher courses in Home Guards and Civil Defence b) Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC ( for confirmation) consisting of:-</b> 1. Commanding Officer - Chairman 2. Assistant Director (Education) - Member 3. Assistant Secretary (Education) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**ANNEXURE TO SCHEDULE****JOB DESCRIPTION FOR THE POST OF CHOWKIDAR**

The following are the duties performed by a Chowkidar:-

1. Responsible to watch and ward of office premises and surrounding;
2. Should close the office building doors, windows and switch off the lights, fans after office hours;
3. Responsible to fill the water tank installed in the office premises if the water supply is after office hours;
4. Must remain on duty till relieved;
5. Should be courteous and polite with the public and alert in his duties;
6. Must attend to any other works which may be assigned to him by higher officers.

**SCHEDULE-V**

1.	Name of the post	<b>LASCAR</b>
2.	No. of posts	13 (Thirteen)* 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 GP Rs. 1800
5.	Whether selection post or non-selection posts	Not applicable
6.	Whether benefits of added years of service admissible under Rule 10 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Male : 18 - 33 years Female : 18 - 38 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for the recruitment	<b>Essential:</b> Must have pass in Secondary School Examination (Xth Std.) from a recognized Board / Institution <b>Desirable:</b> a) Training in Basic and refresher courses in Home Guards and Civil Defence b) Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years

11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<p><b><u>Group 'C' DPC ( for confirmation) consisting of:-</u></b></p> <p>1. Commanding Officer - Chairman      2. Assistant Director (Education) - Member      3. Assistant Secretary (Education) - Member</p>
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

#### **ANNEXURE TO SCHEDULE -II**

#### **JOB DESCRIPTION FOR THE POST OF LASCAR**

The following are the duties to be performed by a Lascar:-

1. To assist the store staff in collecting of stationery and other material equipments, furniture etc. from the firms and to stack in the store properly.
2. To assist the store staff for issuance of stationeries and other materials to different section on the basis of proper indent.
3. To assist in shifting furniture and equipments from one place to another in the office as directed by his officer in-charge.
4. To assist the store staff in keeping unserviceable furniture/equipment, stores in proper manner at appropriate place.
5. He must be punctual in attendance.
6. He should not leave office without permission of Section Officer under whom he works.
7. He must attend to any other works, which may be assigned to him by his Officer In-Charge.

**SCHEDULE-VI**

1.	Name of the post	<b>SAFAIKARMACHARI</b>
2.	No. of post	1 (One)* 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 GP Rs. 1800
5.	Whether selection post or non-selection posts	Not applicable
6.	Whether benefits of added years of service admissible under Rule 10 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Male : 18 - 33 years Female : 18 - 38 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for the recruitment	<b>Essential:</b> (i) Passed Secondary School (Xth Std.) from a recognized Board / Institution (ii) Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC ( for confirmation) consisting of:-</b> 1. Commanding Officer - Chairman 2. Assistant Director (Education) - Member 3. Assistant Secretary (Education) - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**ANNEXURE TO SCHEDULE**

**JOB DESCRIPTION FOR THE POST OF SAFAIKARMACHARI**

1. Responsible to clean/sweep the office premises, keep the surrounding of the office building as well as the drainage provided to the office building neat and clean;
  2. Must clean toilet daily and maintain the toilet in hygienic condition;
  3. Should attend the office well 2 hours before the office start for completing the cleaning works of lavatory blocks etc;
  4. Responsible to maintain accounts for cleaning materials supplied to him;
  5. Must attend to any other works which may assigned to him by his In-charge.
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